

10 January 1957

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*(mail to here)*

**MEMORANDUM FOR:** Chairman, IP Career Service Board

**FROM:** Chairman, OBI Career Service Board

**SUBJECT:** Quarterly Report of OBI Career Service Board

**REFERENCE:** Memorandum from the Assistant to DD/I (Admin)  
Subject: Reporting Activities of the Career Services, dated 25 March 1955

1. This Quarterly Report of the OBI Career Service Board covers the period from 1 October 1956 through 31 December 1956.

2. In the period covered by this report, the following activities of the OBI Career Service Board took place:

a. Meetings

Five meetings of the Board were held.

b. Procedures for Filling DD/I Vacancies

(1) DD/I Notice 20-560-2 establishing procedures to be followed in filling DD/I vacancies at certain grade levels was the subject of several Board meetings. As the result of Board discussion, an Office Notice was prepared and issued to all persons in OBI. (A copy of this Notice is attached to the original of this memorandum.) It was the consensus of the Board that persons in OBI should be assured that the new vacancy notice procedure would not operate to prevent or hinder promotion possibilities within the Office. The Board agreed to the inclusion of the following in the Office Notice: It shall continue to be the policy of this Office to fill all OBI vacancies from its own staff, insofar as position requirements, personal qualifications, and other factors permit. The Board also developed procedures relating to interviewing, evaluating, and notifying persons nominated by other Offices for OBI vacancies.

(2) The Career Service Board reviewed and approved three applications for nomination to vacancies announced by other DD/I Offices.

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**c. Career Preference Outlines**

The Career Service Board reviewed and discussed CIA Regulation 20-115 and DD/I Notice 20-115-1 on Career Planning for Individuals. The importance of proper indoctrination of supervisors in advising persons preparing Career Preference Outlines was stressed in view of the procedure gearing the preparation of the Outline with the submission of the Fitness Report. As of 31 December 1956, six Career Preference Outlines had been prepared by OBI employees in grades GS-11 and -12, and had been reviewed and forwarded by the Career Service Board.

**d. CIA Career Staff**

The Career Service Board reviewed Career Staff applications for three OBI employees and recommended all three for membership. Three employees were notified of membership in the Career Staff, bringing the total number of Career Staff members in the Office of Basic Intelligence to 52 as of 31 December 1956.

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Enclosure:

OBI Office Notice B-9-56

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